

Little Traverse Bay Bands of Odawa Indians

Job Description

Job Title: Direct Services Administrator
Department: Tribal Administration
Reports To: Tribal Chairperson/Vice Chairperson
Status: Exempt
Salary Range: \$33.45-\$45.25 per hr. (\$69,573-\$94,128 annually)
Level: 8
Open: August 31, 2016
Closes: September 21, 2016

SUMMARY Direct Services Administrator serves as an executive advisor to the Tribal Chairperson. The position serves in this capacity as operational manager for all tribal direct services and shares fully in carrying out all phases of management for the tribal government programming. Direct services departments include; Department of Commerce, Education, Elders, Enrollment, Gijigowi Language Department, Housing, Human Services, Law Enforcement, Natural Resources, Youth Services, and Health . The position contributes to the mission of the tribal government as a responsible line officer who participates with the Tribal Chairperson and Vice Chairperson, in carrying out a full range of management responsibilities that are performed with independent judgement and action in compliance with Tribal laws, Tribal operations policies, and all applicable Federal laws. She/he has the overall responsibility of overseeing all direct services employees and consultants, and oversight of all Tribal fiscal and budgetary activities and accounts regarding direct services programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work under the general direction of the Tribal Chairperson serving as a principal assistant to the Tribal Chairperson and Vice Chairperson. Handles critical management demands within the tribal government and directly contributes to the overall managerial effectiveness of the operations of the tribal governments programming.
- Plan, coordinate, and oversee the daily operation of the tribal direct services and programs, must be flexible and able to travel.
- Coordinate department head meetings to review policy directives, obtain monthly progress reports, evaluate the effectiveness of the programs, and identify administrative problems areas and monitor corrective action plans.
- Provide leadership and direction in the development of short and long-range goals, objectives, plans and policies for services to Tribal Government Departments, as directed by the Tribal Chairperson.
- Responsible for ensuring that all direct service departments and staff members remain in compliance with all applicable tribal, federal and program regulations required in the implementation of tribal programs.
- Administers grants of the Tribe to ensure results and oversees grants that pertain to direct services.

- Develop approaches to closely coordinate the various programs in order to achieve a cohesive response to both external and internal requirements.
- Resolve differences arising from budget limitations, personnel ceilings, mandatory procedures and regulations. Works with department and program managers and encourages the fullest participation in program planning activities at all governmental levels.
- Assist the Tribal Chairperson in developing new policies, programs, and practices. Serves as a "troubleshooter" in resolving various problem areas or misunderstandings, which may arise from time to time.
- Maintain confidentiality of records and information.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manage secondary supervisors of all LTBB direct services departments. Is responsible for the overall direction, coordination, and evaluation of these departments. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibility include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) in Business Administration, Public Administration, or related field and six (6) years of tribal government management experience required.

OR

Ten (10) years relevant work experience in the field of Business Administration, Public Administration or related field.

Experience in the following areas are desired: fund accounting knowledge, indirect cost principles, grant writing ability, public speaking, and report writing (financial and narrative). Previous experience directly supervising employees required. Must have previous experience with grant principles and 638 funding.

LANGUAGE SKILLS

Ability to read, analyze, and interpret financial reports and legal documents. Ability to respond to common inquiries or complaints from tribal members, regulatory agencies, or members of the business community. Ability to effectively present information to Tribal Council, public groups, and the LTBB membership.

OTHER

Must have valid driver's license, reliable transportation, and be insurable by the Tribe.

COMMENTS

Indian Preference will apply